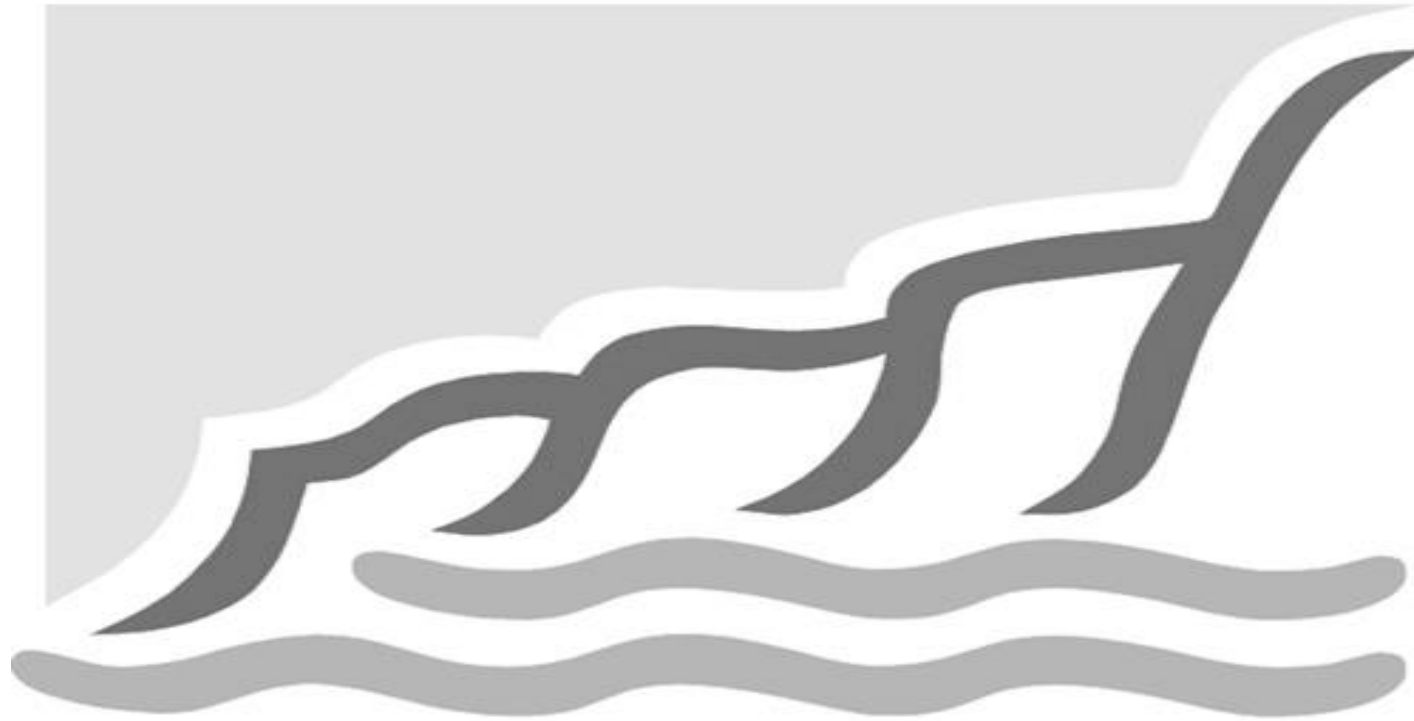


VALE of GLAMORGAN



BRO MORGANNWG

Team Manager	Carole Tyley
Service Plan	Vale Catering Services
Date signed off	23 07 14
Signed off by	Paula Ham

Service Outcome 1:	To promote health and wellbeing and ensure the safety of our learners, particularly with Additional Learning Needs and our most vulnerable learners
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Objective 3:	To promote health and wellbeing and ensure the safety of our learners, particularly with Additional Learning Needs and our most vulnerable learners
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Context for this objective:	The implementation of a Cashless Catering/Online Payment and Management Information System allows us to collect data and information regarding food procurement, nutritional values, income and financial management, specific dietary requirements and the uptake of paid and free meals
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Ref.	During 2014-15 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?	Progress
	Continue with the roll out of the cashless catering to all Primary Schools	Equivalent system in all schools managed by Vale Catering Services Updating menus and menu prices, monitoring and reporting for all schools using pivot tables Increased uptake	H	Carole Tyley and the Operational Team	1-4-14	31-3-15	Agreed Capital Project Fund	5 Secondary Schools have implemented the cashless system Cabling is currently being installed in Primary Schools in readiness for the installation of the system

		<p>of school meals</p> <p>Welsh Government and Freedom of Information enquiries is readily available</p> <p>Reduced workload for school administrators</p> <p>Budget savings</p>						<p>All Headteachers have been contacted regarding their implementation date</p> <p>Meetings arranged with Headteacher and School Administrators to discuss implementation processes</p>
	<p>Catering staff are trained to undertake the process of using the cashless catering system</p>	<p>Capture of recorded meal numbers, income and nutritional information on a daily basis</p> <p>Staff have the opportunity of increasing their skills to incorporate ICT in</p>	H	<p>Carole Tyley</p> <p>Symon Dovey</p>	1-4-14	31-3-15	1 FTE for 1 month	<p>Training due to commence during June 2014</p>

		the workplace						
	To continue discussions with the Income Management Department to facilitate the implementation of online payments for all schools managed by VCS	<p>Increased uptake of school meals via easy payment methods</p> <p>Reduction/no cash in schools</p> <p>Reduced workload for school administrators</p> <p>One payment method for all schools</p>	H	Carole Tyley Annette Dawson Vanessa Cherryman	1-4-14	31-3-15	1 FTE for 1 week	<p>Discussions are well underway with clarification being sought from Parent Pay on queries raised by Income Management</p> <p>Draft Cabinet Report in place to request the removal of cash and cheques in all schools</p>
	Council website online survey for parents to consider experience of using the new online payment provider	<p>Feedback from parents used to inform other schools of the benefits of online payments</p> <p>To inform Officers of the issues/progress</p>	M	Carole Tyley Symon Dovey	1-4-14	31-3-15	0.5 FTE for 1 week	<p>Last survey provided information regarding the current online facility as clunky and unreliable</p> <p>Once agreement from Income</p>

		made Use information to inform future decisions/changes to payment facilities						Management section is given a new provider can be engaged
LS11/A100	Survey parents through the Vale website	Acquire information so that the service can question its services and prepare a focused work plan	H	Carole Tyley Symon Dovey	1-4-14	31-3-15	1 FTE for 1 week	Prepare survey question in the Autumn term
	To monitor all income levels for performance, reporting and managing the budget. Monitor uptake of free and paid meals to inform productivity levels in each kitchen	Team members are aware of performance and can modify actions if needed Results inform performance indicators for the service Future service	H	Annette Dawson Carole Tyley Operational Team	1-4-14	31-3-15	1 FTE for 1 month	Month by month data is analysed by the team to ensure performance is on track. Slippage in meal numbers or productivity levels can be adjusted

		provision can be categorised from performance results						
	All schools remain compliant with Appetite for Life (now newly named as 'Healthy Eating in Schools')	Primary and Secondary Schools are providing pupils with the WG's nutritionally based menus Health and wellbeing of pupils in the Vale of Glamorgan is consistently applied	H	Carole Tyley Symon Dovey LHB Dietitians	1-4-14	31-3-15	0.5 FTE for 1 week	5 compliant menus are already in place for primary schools 2 compliant menus are already in place for secondary schools Menus can be recycled to ensure future compliance
	Food tasting sessions continue to enhance the menu provision in all schools	Encourage and explore new food experiences Inform new menu cycles	M	Symon Dovey Operational Team	1-4-14	31-3-15	0.5 FTE for 1 month	Clusters of schools are chosen to sample new menu items and give feedback

	Discuss menu choices	<p>Pupils can inform new menu ideas for future menu plans</p> <p>Give pupils the ability to understand how certain foods benefit their health and wellbeing</p> <p>Identify menu choices that pupils do not enjoy</p>	M	Symon Dovey & Operational Team	1-4-14	31-3-25	10 x 1 hour sessions with different schools	This is an ongoing action with pupils who have the opportunity to discuss their school menus and advise us of their likes and dislikes
LS11/A097	Produce the 3 rd edition of Time to Dine in readiness for the Vale Show for new intake of pupils in September	Inform service users and their families of the work being undertaken by the catering service	H	Carole Tyley	1-4-14	31-3-14	0.5 FTE for 1 week	Draft in progress. Awaiting supplier information to share with service users
	Continue with refurbishment programme of school kitchens	<p>Equipment and premise fit for purpose</p> <p>Achieve high level</p>	H	Mary Hesford	1-4-14	31-3-15	1 FTE for 3 months	Identified works currently out to tender for summer completion

		within the National Food Hygiene Rating Scheme							
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